



Town of Wyoming  
Council Meeting Minutes  
July 12, 2021 6:30 P.M.  
**REGULAR TOWN COUNCIL MEETING**

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE – Mayor Bilbrough

MOMENT OF SILENCE – Mayor Bilbrough

ROLL CALL

Council attending: Mayor- Steve Bilbrough; Vice-Mayor, Doug Denison; Treasurer, Kyle Dixon, Secretary, Tracy Johovic and Council Person, Jeffrey Gravatt

Council absent: None

Staff attending: Town Clerk, Roseann Lamar and Office Manager Michael Wooleyhand.

Audience attending: Joyce Stockslager, Donna Storan, Elaine Bilow, Mike Marasco, Ernie Piazza, Fred Traute, Debi Traute and James Winchell.

PUBLIC COMMENTS

- None

ADOPTION OF AGENDA

*Mr. Denison moved with a second by Mr. Dixon to approve to agenda with the addition of Police Vehicle Transmission under New Business. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

## ANNOUNCEMENTS – GOOD NEWS

- Mayor Bilbrough stated that the Town of Wyoming has hired a third officer for the Police Department.

## ADOPTION OF PREVIOUS MEETING MINUTES

- June 7, 2021 Council Meeting
- June 7, 2021 Executive Session
- June 14, 2021 Budget Workshop/Assessments and Appeals
- June 14, 2021 Executive Session

*Mr. Denison moved with a second by Mr. Gravatt to adopt the meeting minutes as presented. Mayor Bilbrough Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt Aye. None Opposed. Motion carried.*

## TREASURER'S REPORT

- Mr. Dixon presented balances, profit and loss reports and check register to council for review.
- Mr. Dixon commended Mr. Wooleyhand on doing a great job with the balancing the budget.
- Mr. Dixon advised that there was no tax increase this year.

*Mr. Denison moved with a second by Ms. Johovic to adopt the reports as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt Aye. None Opposed. Motion carried.*

## POLICE REPORT

- Mayor Bilbrough presented June's police report to council.
- June saw 189 traffic tickets, 54 warnings, 1 arrest, 1 accident, 0 DUI's and 127 total complaints that were handled by the WPD.
- Mayor Bilbrough advised that the police department received a letter commending for the enforcement of seat belts during their highway safety hours.

## FIRE COMPANY REPORT

- Mr. Piazza presented report to council.
- Report showed 63 alarms for the month of June.
  - o 374 EMS calls.
  - o 859manpower hours.
  - o In service for 28 hours.
  - o Average alarm time 27 minutes.
  - o Average for first truck to be enroute- 3 minutes.
  - o Mr. Piazza advised that the fire company had taken delivery of the new fire engine and will be in service by the end of the week

## C/W SEWER & WATER REPORT

- Mr. Winchell advised council that there was nothing to report for Wyoming.
- Mr. Winchell advised that development in Camden was taking place and testing was being done.

## PLANNING & ZONING

- Mrs. Lamar advised that committee that Mr. Marasco's rezoning was approved and will move to a public hearing.
- Mrs. Lamar advised that the Comprehensive Plan draft is done and has been sent to surrounding towns.
- The committee reviewed Ordinance #59-21 and recommended a height of 22 feet for accessory structures, approving the rest of the proposed changes.
- Mayor Bilbrough asked for a date for the rezoning public hearing. Mrs. Lamar advised that it would be at the August Planning and Zoning meeting.

## BUILDING PERMITS

- Mrs. Lamar advised that 12 building permits were submitted for June.
- Council was advised that 2 Certificates of Occupancy were issued for Schoolview. They have one more to issue for Schoolview.
- 8 Certificates of Occupancy were issued for the Greens of Wyoming.

## CODE ENFORCEMENT

- Council was presented a written report for code enforcement.
- Mayor Bilbrough inquired if the bill for Chetty had been settled.
- Mr. Wooleyhand advised that it had been taken care of.

## PARK/STREET

- Mr. Gravatt advised that the sidewalk on Mechanic Street is overgrown with weeds and flowers.
- Mr. Gravatt that the end school zone sign is still not visible due to tree overgrowth on Front St. by the district office.
- Discussion ensued regarding moving the sign. DeIDOT will be contacted.
- Mr. Wooleyhand advised that the following streets were on DeIDOT's schedule for repaving: S. Railroad Ave., Southern Blvd and Caesar Rodney Ave. Most likely will see work on these roads in the fall.
- Mr. Reed reported on damage done to the maintenance trailer during the theft. Trailer is currently being fixed.

## PEACH FESTIVAL

- Mrs. Mason reported that they currently have 84 vendors.

- Mrs. Mason mentioned that they are seeking council's help at the information booth as in previous years.

## NEW BUSINESS

- **Park Cameras**

- Council was presented with estimates for cameras at the park and maintenance building.
- Mayor Bilbrough questioned that \$50 monthly fee for the Impact estimate.
- Mr. Wooleyhand explained that this fee was for cloud storage vs on-site storage.
- Discussion ensued.

*Mr. Denison moved with a second by Mr. Gravatt to contract with Impact to install cameras at park and maintenance building. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Ordinance #59-21**

- Mrs. Lamar advised council that the Planning and Zoning Committee recommends a compromise between the current height and Kent County guidelines and set height at 22 feet.
- Mayor Bilbrough confirmed that the county guideline is 20 Feet.
- Mr. McFann voiced his concerns on changing something that has not been a problem since its adoption.
- Discussion ensued.
- Mr. Wooleyhand read synopsis for 1<sup>st</sup> reading.
- A public hearing will be scheduled at the next Planning and Zoning meeting in August.

*Mr. Denison moved with a second by Mr. Dixon to move to a public hearing in August for Ordinance #59-21. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Ordinance #60-21**

- Mayor Bilbrough explained that the only change being made would be the fee schedule.
- Currently the town is being charged by First State Inspections more than what the landlords are being charged.
- Discussion ensued
- Mr. Wooleyhand read synopsis.
- 2<sup>nd</sup> reading will be at August council meeting.

- **Permit Dates**

- Mr. Wooleyhand explained that changes are being proposed due to problems with companies getting supplies. The town is having to extend most permits.

- o Discussion ensued regarding just extending permits opposed to changing expiration dates.
- o Council chose to leave permit expiration dates as they are and just extend when needed.
- **Pine Street Fence**
  - o Mayor Bilbrough advised council of estimates and options for fencing around the lot on Pine Street.
  - o Discussion ensued.

*Mr. Dixon moved with a second by Mr. Gravatt is contract with Ashley fencing to install a white vinyl split rail fence on the Pine Street lot. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Renovations of Camden Wyoming Ave upstairs and Pine Street building**
  - o Mayor Bilbrough explained that upstairs at 120 W Camden Wyoming Ave will need renovations before it can be rented.
  - o Mayor Bilbrough advised that the Pine Street building is in bad shape Needs new windows, electric, hvac, bathroom, roof and has mold throughout building. There is also concern of asbestos.
  - o Discussion ensued regarding renovation vs demolition of Pine Street building.
  - o Council would like estimates for demolition.
  - o Further discussion on Pine Street building will take place after estimates are obtained

*Mr. Dixon moved with a second by Mr. Gravatt is contract with TNT construction for renovations at 120 W. Camden Wyoming Ave. Mayor Bilbrough and Mr. Wooleyhand will further negotiate the contract, and any change orders over 10% of total cost will need council approval. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Tax Software**
  - o Mr. Wooleyhand explained to council issues that we have recently had with the current software such as charges not being applied and lack of customer support.
  - o Council was presented a quote on the software that most of the municipalities currently use.
  - o Mr. Wooleyhand advised council that the town paid for an upgrade 2 years ago that staff cannot utilize to do permitting and licensing.
  - o The new proposed software will allow residents to pay online for their taxes, permits and licenses.
  - o Discussion ensued.

*Mr. Denison moved with a second by Mr. Gravatt to move forward with purchasing new software from Edmunds. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Coronavirus State and Local Fiscal Recovery Funds**

- o Mr. Wooleyhand recommended moving these funds to a separate account for better tracking and transparency.
- o Discussion regarding a public hearing for input from the residents on how the funds will be spent.
- o Public Hearing will be scheduled in August.

*Mr. Denison moved with a second by Mr. Gravatt to open a separate account for the funds. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Block Party**

- o Mayor Bilbrough explained that the town wanted to throw a block party to bring the community together.
- o Mayor Bilbrough advised council of proposed expenses.
- o Discussion ensued.

*Mr. Denison moved with a second by Mr. Gravatt to move forward with planning a block party on September 18, 2021 with a budget of \$11,000. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Brickworks Resolution**

- o Mr. Wooleyhand read resolution waiving open container law in Wyoming for the Peach Festival on the day of the festival only and only in the area of the Peach Festival.
- o Discussion ensued.

*Mr. Denison moved with a second by Mr. Gravatt to adopt the resolution as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

- **Police Vehicle Transmission**

- o Mayor Bilbrough explained that the transmission in the Explorer is shot and needs to be replaced.
- o Discussion ensued regarding repairing transmission vs replacing vehicle.
- o Council advised that the Police Department will gather quotes for both replacing transmission and vehicle.
- o Tabled until next meeting pending all information is gathered.

## UNFINISHED BUSINESS

- **Ordinance #58-21 Public Nuisance**

- o Mr. Wooleyhand read the synopsis as the 2<sup>nd</sup> reading.

*Ms. Johovic moved with a second by Mr. Denison to adopt Ordinance #58-21 Public Nuisance. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.*

## CALENDAR OF EVENTS

- Town Council Meeting, 7/12/2021, 6:30 p.m.- Town Hall
- CWSWA Quarterly Meeting 7/13/2021, 7p.m.- CWSWA Building
- Peach Festival Committee, 7/21/2021 @ 7pm- Town Hall
- Planning & Zoning Meeting, 7/28/2021, @ 6:30 p.m.- Town Hall
- Town Council Meeting, 8/2/2021, 6:30 p.m.- Town Hall
- National Night Out, 8/3/2021, 6-8pm Wyoming Park
- Peach Festival, 8/7/2021 9-3pm

## PUBLIC COMMENTS

- Ms. Doran asked when the speed trailer will be put into service.
  - o Mayor Bilbrough explained that upon delivery there was an issue with a sensor. It has been replaced and ready for service.
- Ms. Doran asked about the security when the speed trailer is placed.
  - o Mr. Wooleyhand explained that the trailer had locks and would be booted.

## COUNCIL COMMENTS

- Mr. Denison advised that the Buffalo Stampede was a success.

## EXECUTIVE SESSION

*Mr. Denison moved and was seconded by Mr. Gravatt to adjourn to executive session at 9:02pm. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Gravatt, Aye. None opposed. Motion carried.*

*Mr. Denison moved and was seconded by Mr. Gravatt to proceed with actions regarding personnel discussed in executive session. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Gravatt, Aye. None opposed. Motion carried.*

*Ms. Johovic moved and was seconded by Mr. Dixon to adjourn meeting at 9:34pm. Mayor Bilbrough, Mr. Dixon, Mrs. Johovic and Mr. Gravatt, Aye. None opposed. Motion carried.*

The meeting adjourned.

Audrey Lindale

Clerk of Council